**Model Agenda for Staff-Student Committee Meetings**

Departmental Staff-Student Committee Meeting in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ held on \_\_\_of \_\_\_\_\_\_\_\_ 20\_\_\_ at \_\_:\_\_

1. **Apologies for absence**
2. **Approve: Minutes of the last Staff-Student Meeting, held on \_\_\_\_\_\_\_\_ 20\_\_**
3. **Matters arising**
   1. Discuss action points from previous meeting
4. **Staff reports**
   1. DUGS / DPGs
   2. Senior Tutor
   3. Departmental Administrator
   4. Etc.
5. **Student reports**
   1. Departmental Representative (UG/PG)
   2. Year 1 Representative (UG)
   3. Year 2 Representative (UG)
   4. Year 3 Representative (UG)
   5. Year 4 Representative (UG)
   6. PGM Representative (PG)
   7. PGR Representative (PG)
6. **Agenda items**

**(Suggestions for) Standing agenda items**

* 1. To note Staff-Student Committee Good Practice Guidelines (first meeting of each year)
  2. The quality and timeliness of academic feedback for coursework / examination. How it has changed and can it be improved?
  3. Comments on the quality of teaching and learning, curriculum design and change, learning resources, monitoring of Centres for Doctoral Training if applicable
  4. Discuss and produce action points relating to recent survey results:
     1. UG / PG SOLE,
     2. NSS / PTES / PRES and Student Experience Survey (and any other survey), with respect to NSS, PTES and PRES, SSCs must approve departmental action plans in response to issues raised by students in these surveys.
     3. Staff advise what actions have been taken as a result of student surveys
     4. Improvements for next term/year
  5. General discussion on personal tutoring and academic tutorials and any other matters relating to pastoral care.
  6. Positive comments: students to report noteworthy examples or instances of good teaching practice, or evident improvement in teaching practice.
  7. External Examiner Reports
  8. Update from the department on any planned / proposed changes being made that will affect students if not included elsewhere in Staff reports.

1. **Matters arising from staff**
2. **Any other business**
3. **Date of next meeting**